

MEMORANDUM
COUNTY OF PLACER
DEPARTMENT OF ADMINISTRATIVE SERVICES
PROCUREMENT SERVICES DIVISION
2964 Richardson Drive
Auburn, CA 95603

TO: Honorable Board of Supervisors
FROM: Jim Boggan, Purchasing Manager *JB*
DATE: February 9, 2010
SUBJECT: Approve the Award of Competitive Bid No. 9963 to Cenveo for Recycled Pre-Printed Envelopes in the Maximum Amount of \$59,500.00

ACTION REQUESTED

Approve the award of competitive Bid No. 9963 to Cenveo of Pasadena, CA for Recycled Pre-Printed Envelopes in the maximum amount of \$59,500.00, and authorize the Purchasing Manager to sign the resulting Blanket Purchase Order (BPO).

BACKGROUND

The Department of Administrative Services' Central Services Division requires a blanket purchase order for Recycled Pre-Printed Envelopes.

Invitation for Bids (IFB) No. 9963 was created using the most commonly used sizes and quantities of envelopes. Procurement distributed the IFB via the County's E-Bid system to twenty-one registered vendors and also posted it on the County's website. Cenveo, the previous contract vendor, submitted the only bid. Procurement contacted three County vendors who opened the bid in the E-Bid system (Xpedx, Spicer's and Envelope Products Co.) and each vendor stated that they did not bid because they could not fully meet the specifications.

The bid evaluation is attached. The prices quoted by Cenveo are slightly higher than last year due to documented cost increases from its various suppliers. The proposed price increases are commensurate with the paper market.

FISCAL IMPACT

Upon your Board's approval, a BPO for Central Services in the maximum amount of \$59,500.00 will be awarded to Cenveo for the period February 10, 2010 to December 31, 2010. The department's Fiscal Impact Statement is attached.

Attachments:

1. Bid Evaluation
2. Fiscal Impact Statement

cc: Sandy Hammock, Administrative Services

393

FISCAL IMPACT STATEMENT

TO: Honorable Board of Supervisors
FROM: Clark L. Moots, Director of Administrative Services Department
DATE: February 9, 2010
SUBJECT: **Fiscal Impact Statement**
BPO for Cenveo for Recycled Pre-Printed Envelopes

The Administrative Services Department Central Services Division has budgeted appropriately and funding is available in the FY2009-2010 department budget to cover the \$59,500 BPO amount. Because Cenveo is an envelope manufacturer, Central Services can obtain excellent wholesale pricing on a full range of envelopes to meet all business needs. Since the Central Services Division is an Internal Service Fund, County departments are charged back for their services and these charges are anticipated any costs incurred from this BPO.

395

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